



ACADEMIC TEACHER I (MH/DHS)

CHARACTERISTICS OF WORK:

This is professional work involved in teaching students various academic courses offered in an institutional setting. Incumbents in this classification are responsible for instructing students in one or more subjects, such as English, Social Studies, or other academic courses depending on subject area certification and assignment.

The work involves preparing teaching outlines for course or courses of study, assigning lessons, administering tests, and evaluating reports. Incumbents work under the supervision of an administrative superior and supervision is frequently exercised over monitors and other helpers.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four year college or university in the subject area to be taught;

AND

Certification:

Possession of a valid Mississippi "A" teaching certificate in the subject area to be taught as required by the State Department of Education.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Depth Perception: Three-dimensional vision. Ability to judge distance and spatial relationships so as to see objects where and as they actually are.

Field of Vision: Area that can be seen up and down or to right or left while eyes are fixed on a given point.

Accommodation: Ability to adjust focus.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand. The incumbent is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to sit; and stoop, kneel, crouch, or bend.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. These essential functions include, but are not limited to, the following.

1. Instructs students in one or more subjects depending on subject area certification and assignment.
2. Evaluates students' mastery of content area.
3. Upgrades professional skills.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Prepares teaching outlines for course of study; assigns lessons.

Instructs students in the classroom in one or more subjects.

Administers tests and grades papers.

Evaluates pupils' progress, records test results, issues reports on progress, and keeps attendance records.

Maintains discipline in the classroom.

Participates in faculty and professional meetings, attends educational conferences, and participates in teacher training workshops.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.